

### LMSW Summary and Timeline for Maryland

Congratulations MSW degree candidates! Below you will find a brief summary of important steps related to applying for your LMSW in Maryland. This is meant as a general overview; please contact the Maryland Board of Social Workers (BSWE) or the Office of Student Services with specific questions.

1. MSW students are eligible to apply for licensure at the LMSW level (Licensed Masters Social Worker) once you have started your final semester.
2. The application is now online: <https://health.maryland.gov/bswe/Pages/Online-Application.aspx>. (As of July 2018, you no longer need a letter from the school verifying your last semester).
3. Schedule your licensure exam once you receive your notification from the BSWE. Exams are scheduled at a testing center based on availability.
4. You will receive your score immediately; scores are sent to the BSWE weekly.
5. Complete your Criminal History Records Check (This can be done any time after you submit your application)
6. Once you pass your exam, submit the \$75 licensing fee (this can be done online).
7. It is your responsibility to have your official transcript (noting your degree) sent to the BSWE. You may request this online at the UMB Office of the Registrar and should note "Hold for degree".  
([https://inweb.umaryland.edu:9083/imagenowforms/fs?form=Request\\_For\\_Transcript\\_Form](https://inweb.umaryland.edu:9083/imagenowforms/fs?form=Request_For_Transcript_Form))
  - a. There is no charge for transcripts.
8. Once your license is approved, you will be notified by email; a wall certificate will be mailed to your address of record.
9. You may also verify your license here: <https://mdbnc.dhmf.md.gov/bsweverification/>

#### Associated Fees

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|----------------------------|--------------------|
| 1. LMSW application fee    | \$100              |
| 2. Criminal Background Fee | \$55 (approximate) |
| 3. Examination fee         | \$230              |
| 4. License fee             | \$75               |

#### Continuing Education Units (CEUs)

In Maryland, LMSWs are required to obtain 40 CEUs per licensing cycle (2 years). This expectation begins upon receipt of your license.

#### Important Contacts:

##### MD Board of Social Work Examiners:

<http://dhmf.maryland.gov/bswe/SitePages/Home.aspx>

##### Association of Social Work Boards:

<https://www.aswb.org/exam-candidates/exam-registration/>

##### UMB SSW Office of Student Services:

<http://www.ssw.umaryland.edu/student-services/>